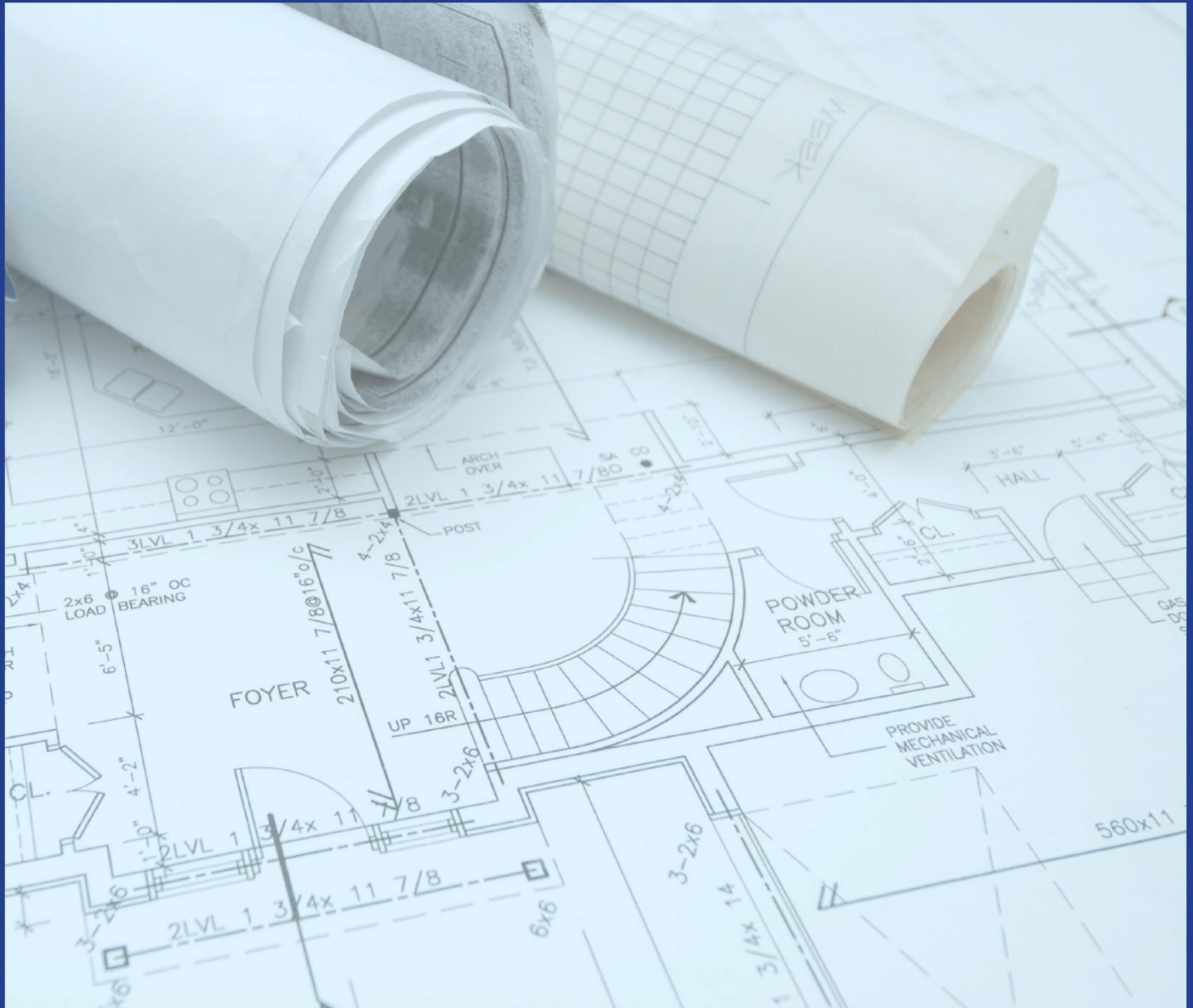




Electronic **PLAN** **REVIEW**



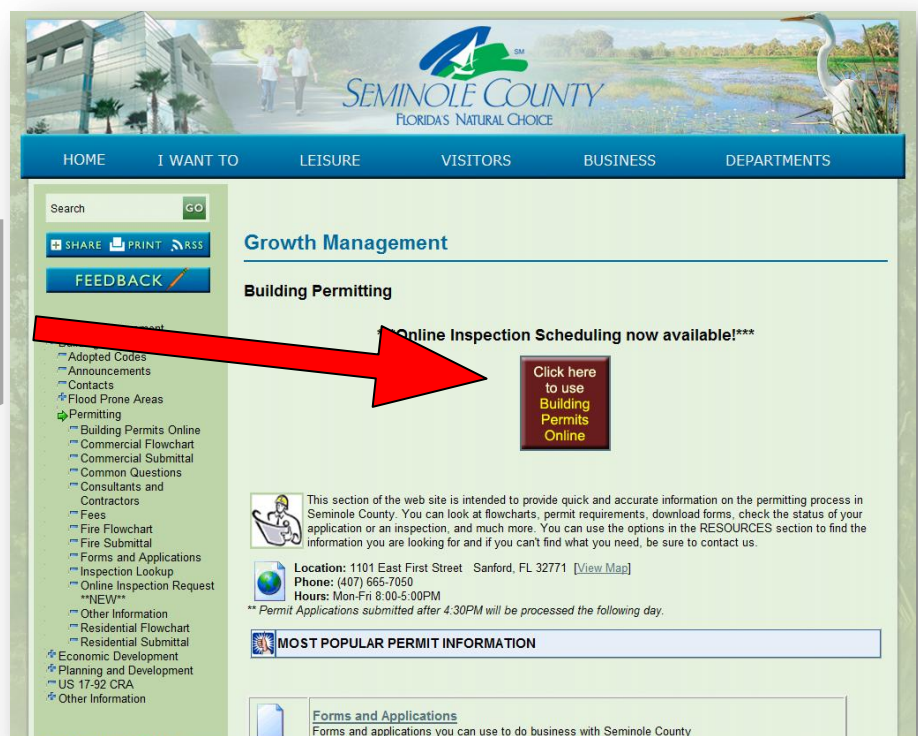
How to Apply for a Permit Online User Guide

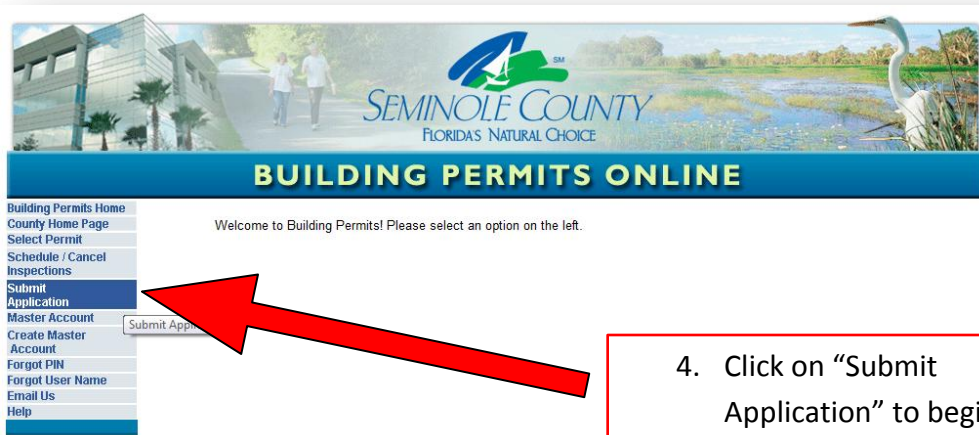
Seminole County Growth Management Department



1. Log on to Seminole County's website at <http://seminolecountyfl.gov>
2. Hover over the "I WANT TO" tab and select "Apply for a Building Permit".

3. Click on "Click here to use Building Permits Online" to begin your application online.





BUILDING PERMITS ONLINE

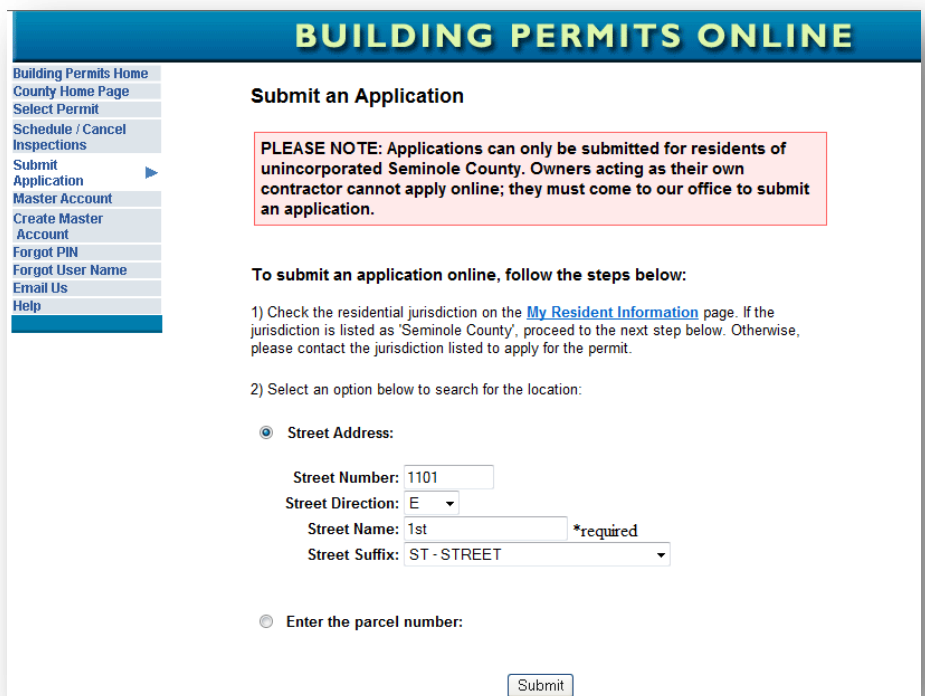
Welcome to Building Permits! Please select an option on the left.

- Building Permits Home
- County Home Page
- Select Permit
- Schedule / Cancel Inspections
- Submit Application**
- Master Account
- Create Master Account
- Forgot PIN
- Forgot User Name
- Email Us
- Help

Submit Application

4. Click on "Submit Application" to begin the application.

5. Select an option to search for your location, then enter the street address or parcel number for the building permit location.



BUILDING PERMITS ONLINE

Submit an Application

PLEASE NOTE: Applications can only be submitted for residents of unincorporated Seminole County. Owners acting as their own contractor cannot apply online; they must come to our office to submit an application.

To submit an application online, follow the steps below:

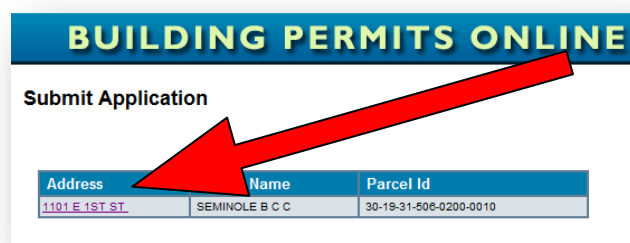
- 1) Check the residential jurisdiction on the [My Resident Information](#) page. If the jurisdiction is listed as 'Seminole County', proceed to the next step below. Otherwise, please contact the jurisdiction listed to apply for the permit.
- 2) Select an option below to search for the location:
 - ☒ **Street Address:**

Street Number:

Street Direction:

Street Name: *required

Street Suffix:
 - ☐ **Enter the parcel number:**



BUILDING PERMITS ONLINE

Submit Application

Address	Name	Parcel Id
1101 E 1ST ST	SEMINOLE B C C	30-19-31-506-0200-0010

6. Click on the correct location if more than one is listed.

BUILDING PERMITS ONLINE

Submit an Application

Complete the following information.

Address: 1101 E 1ST ST
Parcel: 30-19-31-506-0200-0010
Land ID #: 248468
Name: SEMINOLE B C C
General Location:

* Application Type: ALTERATION TO COMM STRUCTURES
* Total Estimated Value: (No decimals)
Total Square Footage: (No decimals)
Tenant Unit Number:
Tenant Name:
Is it a public building?: ☐ Yes ☒ No

Contractor Type: ☒ Contractor
Search for contractor name:
(☒ Beginning with ☐ Containing)

* Description of Work:
Please list scope of work, subcontractor names and license numbers if applicable.

7. Select the application type from the drop down list.
8. Enter the estimated value, total square footage and other applicable fields.
9. Enter the contractor name to perform a search of our database.
10. List the description of work, scope of work and any additional applicable information.

BUILDING PERMITS ONLINE

Select a Contractor

Click on the contractor name hyperlink to chose that contractor.

Name	Number	Type
MCKEE CONSTRUCTION (NICHOLAS)	CBC1254530	CERTIFIED BUILDING
MCKEE CONSTRUCTION (VONHERBUL)	CBC000000	CERTIFIED BUILDING
MCKEEBY CONSTRUCTION INC	CBC000000	CERTIFIED BUILDING(DO NOT USE)

11. Click on the correct contractor if more than one is listed.



BUILDING PERMITS ONLINE

Submit an Application

Complete the following information.

Address: 1101 E 1ST ST
Parcel: 30-19-31-506-0200-0010
Land ID #: 248468
Name: SEMINOLE B C C
General Location:

Contractor Name: MCKEE CONSTRUCTION (VONHERBULI)

Please enter the contact information:

* Contact Name:
Address:

Zip:
Home Phone: () -
Work Phone: () -
Mobile Phone: () -
* Primary Phone: () -
* E-mail:

☐ I will submit plans electronically

* denotes required field

Continue

Clear

12. Enter the *contact name and address.
13. Enter the contact phone numbers (the *primary phone number is a required field).
14. Enter the contact *E-mail address.
15. Check the box if the plans will be submitted electronically through Electronic Plan Review (ePlan).
16. Click on "Continue".

*Denotes required field

17. Enter structure description.
18. Select the *construction type from the drop down list.
19. Select the *occupancy type from the drop down list.
20. Enter the other applicable fields.
21. Click on "continue".

BUILDING PERMITS ONLINE

Structure Information

Complete the following information.

Address: 1101 E 1ST ST
Parcel: 30-19-31-506-0200-0010
Land ID #: 248468
Name: SEMINOLE B C C
General Location:
You are required to upload electronic plans.

Contractor Name: MCKEE CONSTRUCTION (VONHERBULI)

Structure Description:

Structure Information:	
Description	Value
* CONSTRUCTION TYPE	Select Value
* OCCUPANCY TYPE	Select Value
ROOF TYPE	Select Value
CONDITION SQ FT	<input type="text"/>
FIRE PROTECTION SYSTEM	<input type="text"/>
MAX OCCP LOAD	<input type="text"/>
OCCP GROUP	<input type="text"/>
PUBLIC SEWER	<input type="text"/>
PUBLIC WATER	<input type="text"/>
SEPTIC TANK	<input type="text"/>

* denotes a required field.

Continue

Clear

Cancel



Submit an Application

Please confirm that the following information is correct. If you need to change something, select the "Cancel" button. Otherwise, select "Continue" to submit your application

Address: 1101 E 1ST ST
Parcel: 30-19-31-506-0200-0010
Land ID #: 248468
Name: SEMINOLE B C C
General Location:

Application Type: ALTERATION TO COMM STRUCTURES
Total Estimated Value: 250000
Total Square Footage: 30000
Tenant Number / Name: 1028 / Chamber Remodel
Public Building Flag:
Notes: Remodel chambers; electrical, mechanical and plumbing upgrades.

Contractor: MCKEE CONSTRUCTION (VONHERBULI)

Contact Name: BETTY WHITE
Contact Address: 123 ANY STREET , SANFORD, FL , , 32771
Home Phone: (407) 665-7050
Work Phone: (407) 665-7111
Mobile Phone: (407) 322-2152
Primary Phone: (407) 665-7050
Email Address: BETTYWHITE@YAHOO.COM

Structure Description: County Commission Chambers

Structure Information:

Description	Value
CONSTRUCTION TYPE	ANY MATERIAL- TYPE 5B
OCCUPANCY TYPE	ASSEMBLY, LARGE - TYPE A1
ROOF TYPE	METAL ROOF
CONDITION SQ FT	6000
FIRE PROTECTION SYSTEM	Yes
MAX OCCP LOAD	300
OCCP GROUP	ASSEMBLY
PUBLIC SEWER	Yes
PUBLIC WATER	Yes
SEPTIC TANK	No

22. Review and confirm your information is correct.
23. Select "Edit" to change or correct something.
24. Select "Cancel" to restart the application process.
25. Select "Continue" to submit your application.

BUILDING PERMITS ONLINE

By continuing you verify that you wish for an official application to be created. Application fees will be generated upon application approval.

26. Select "Create Application" to complete the application.
27. Select "Cancel" to restart the application process.



BUILDING PERMITS ONLINE

Submit an Application

Please print out and retain the following information for your records.
Upon acceptance of your application, you will receive an email.

Address: 1101 E 1ST ST
Parcel: 30-19-31-506-0200-0010
Land ID #: 248468
Name: SEMINOLE B C C
General Location:

Your application number is: 11 - 00009045
Your PIN # for this application is: 0272363040

[Add Subcontractor\(s\) to this Application](#)

You will soon receive an email with instructions on how to upload your electronic plans.

Email all supporting documents using the link below.
[Email Plans and Supporting Documentation](#) (attach to email as PDFs)

Your application submittal is now complete. [Return to main page.](#)

28. Click on [Add Subcontractors\(s\) to this Application](#) for the other trades (electrical, mechanical, plumbing, low voltage, roof).